

# Missouri's Reentry Process Recommendations

## STRATEGY TRACKING NUMBER

## STRATEGY

### 1.1.12 **Establish a Transition Accountability Plan (TAP)**

The Transition Accountability Plan (TAP) is currently being used at all Transitional Housing Units and is being forwarded to the field office MRP liaisons. TAP's are being shared with outside agencies, but not on a regular basis. Training has been conducted with all THU staff and to approximately 40 departmental staff as trainers in Reality Therapy and the TAP. Each Division of the Department has designed training priorities with a future goal to have all staff trained on the TAP and Reality Therapy. The procedure is currently in draft form. TAP's are being reviewed by the Reentry Unit to ensure proper completion.

A team has been assigned to review and begin to finalize the TAP. The first meeting was held on April 13 to begin this process.

### 2.0.01 **Establish a presumptive release date as early as possible during incarceration and one that is consistent with the guideline release date in appropriate cases.**

The Board of Probation and Parole in support of the transition of offenders into the reentry process will establish procedures consistent with the early assignment of a presumptive release date (PRD), to facilitate the offender's opportunity to be involved in institutional programs/classes that are consistent with identified needs.

From the initial group discussion it was thought that a hearing on short sentences and those that were non-violent could be identified early during an incarceration period and that a PRD could be established quickly. With the evolution of the THU came the movement of offenders into special housing units and that staff could identify problem areas with the offender and assist in some remedies.

The Parole Board responded by adopting a revised hearing schedule for A/B non-violent and C/D enhanced sentences 1 year before the normal hearing schedule.

The Parole Board adopted a Waiver of Hearing policy and recently expanded to allow non-violent class C offenses, of 5 years or less, the opportunity to waive their personal appearance at the Diagnostic Center. (DWI, sex offenses, those with MMPT and violators are not included).

In the last year, the Parole Board has adopted a new salient factor score instrument in conjunction with a guideline matrix that uses more variables to aid in considering release decisions. These procedures are a part of current revisions being made in chapter 6 of the P & P manual.

**2.0.02      Establish specialized housing units in each institution for offenders preparing for transition, including specially trained staff and full transition resources.**

Five Transitional Housing Units have been established – Algoa Correctional Center, Women’s Eastern Reception, Diagnostic and Correctional Center, Western Reception, Diagnostic Correctional Center, Boonville Correctional Center and Missouri Eastern Correctional Center. The Transitional Housing Unit staff meets on a monthly basis to discuss progress and challenges. The future sites for the next round of THU’s includes the Tipton Correctional Center, Central Missouri Correctional Center; Western Missouri Correctional Center, Chillicothe Correctional Center and Farmington Correctional Center. The date of implementation will occur in 2005.

**2.0.05      Establish an interdepartmental plan for internal and external communication and education about TPCI.**

Missouri Reentry Process (MRP) video was produced in September 2004 and copies were provided to partnering agencies for internal staff education. Two MRP brochures were produced for both internal and external communication purposes.

THU was the lead story in the March issue of the Horizon. Reentry will now have a reoccurring column in each issue of the Horizon.

**2.0.07      Develop an employability screening and rehabilitation plan process for each offender received into the Department of Corrections.**

DWD has a 10-year contract with Worldwide Interactive Network for WIN, which is an employability assessment and education tool. DWD has agreed to share this tool with DOC at no charge. The WIN program contains embedded assessments, curriculums, pre and posttests as well as, a virtual career center. WIN has the ability to detect skill gaps and improve performance levels. WIN can be self-directed or staff-assisted. WIN is available on CD or hardcopy.

Jon Warren will create an implementation plan by May 15<sup>th</sup> and will have this recommendation completed by September 1, 2005.

**2.0.08      Revise DMH institutional substance abuse treatment certification standards to place emphasis on discharge planning, transition practices, and successful linkage to community providers for continuity of care.**

Approximately 90% of the certification standards are complete as of this date. However, DMH is waiting until the budget is finalized to determine what type of treatment system they will have. Progress on this recommendation will proceed once the budget is finalized.

**2.0.09      Establish a means for offenders that complete institutional substance abuse treatment to obtain a referral for continuing outpatient treatment in the community, including an initial appointment, prior to release.**

A meeting was held on April 13 to begin development of an ITC Referral/Discharge procedure.

- 2.0.10 Institutional mental health services providers do formal mental health discharge planning; allow them to make direct linkage to community providers for continuity of care.**
- D5-8.12 Mental Health Discharge Planning policy was finalized on February 17, 2005.
- 2.0.11 Identify and implement evidence-based programs for enhancing offender motivation, problem solving ability and thinking process.**
- Contract was awarded to Positive Solutions. The initial meeting was held with the vendor on March 2<sup>nd</sup> and 3<sup>rd</sup>.
- Cognitive Skills one-day overview training will begin in April. This training is an overview of cognitive skills. This initial training will include administration, supervisors or line staff working directly with offenders. There will be five one-day training sessions in Cape Girardeau, five one-day training sessions in the St. Louis area and three one-day training sessions in Jefferson City.
- 2.1.02 Prepare regular (e.g. monthly or quarterly) academic achievement reports for all offenders in Adult Basic Education/GED preparation classes.**
- Completed. Achievement reports are now given to offenders quarterly.
- 2.1.03 Allow tutoring to count toward community service hours for probationers that are GED (or higher) graduates.**
- It is currently possible for an offender to receive community service hours for tutoring, under appropriate circumstances. Such circumstances are rare and it was determined the need or demand was limited.
- After exploration, it has been determined that this concept does not merit formal development.
- 2.1.10 Improve keyboarding and computer skills as part of adult education and literacy services.**
- Completed. Keyboarding and computer skills CD's are in all academic and vocational classes and factories.
- 2.2.01 Establish linkage to the Division of Workforce Development and Workforce Investment Boards for services to offenders prior to release.**
- The DWD MOU has come up for revision and new signatures. The MOU was sent out for comments. Comments are to be forwarded to the Reentry Unit by April 29<sup>th</sup>.
- Steve Gibson presented on MRP at the West Central Workforce Investment Board. Julie Boehm will present information regarding MRP to the statewide Workforce Investment Boards.

**2.2.02****Develop a targeted educational effort for prospective employers that demonstrate the benefits of hiring offenders following release from prison.**

Planning is in process. The Missouri Reentry Process video and various materials are being shared with the community.

A brochure for prospective employers was drafted and is currently being reviewed by DWD. DWD will print the brochure that will be used to educate prospective employers.

A team is currently being assembled to develop a model for Job Fairs in state institutions.

**2.2.03****Provide offenders with a state ID card, birth certificate, and social security card upon release from prison.**

ID Cards: On March 23<sup>rd</sup> a meeting was held between DOC and DOR. DOR was very positive and they are currently working on a plan for offenders to receive a state ID before release as well as, a procedure for a released offender who has a current DOC ID to obtain a state ID from their local DOR office.

Birth Certificates: Due to funding issues, DOC will not be able to ensure all offenders leave the THU's with birth certificates. However, informational posters are being made for each THU that includes instructions on how to apply.

Social Security Cards: A draft procedure has been written with attachments that need to be included when applying for replacement cards. SSA's policy shows that applications should be forwarded to a designated contact person at SSA's local field office.

Plan: When the MOU with SSA is signed there will be a designated contact person at each local SSA field office.

**2.2.05****Partner with one-stop Career Centers through formal linkages.**

THU staff have access and have been trained on Toolbox. WERDCC will be trained on April 28<sup>th</sup>.

DWD provides a monthly Career Center overview to offenders in the THU's.

DWD has developed case note training material to train DOC staff on what is and what isn't acceptable when documenting a case note in Toolbox.

**2.2.08****Expand and provide Employability Skills/Life Skills programs to all offenders who would benefit from it prior to release from prison.**

ES/LS Program now available at all low custody institutions and several high custody facilities. (ACC, BCC, CCC, CMCC, CTCC, ERDCC, FCC, MCC, MECC, OCC, SCCC, SECC, TCC, WERDCC, WMCC and WRDCC). All institutional academic schools and MVE factories have Work Essential Skills on CD.

**2.2.09 Expand vocational training opportunities in institutions.**

In process. Facility constraints impact rate of implementation.

Missouri has received no money for Vocational Education. All MVE is now classified as Vocational Training and have received accreditation from the US Dept. of Labor.

Recently added vocational opportunities:

CCC: Computer/Business Skills

WERDCC: Certified Nursing Assistant, Turf Management, Computer Training

WMCC: Computer Training

In the process of looking at Global Imaging Surveying for WRDCC. Waiting on approval from DOC attorney who is currently reviewing the contract.

**2.3.01 Offer evidence-based relationship and family programming at all institutions**

MOU has been signed with Building Strong Families. Extension staff will begin DOC training April 28<sup>th</sup>. May 1<sup>st</sup> is the projected start date for Building Strong Families in the institutions.

**2.3.02 Offender visitor policy should include offender and family training on dynamics, values, and importance of family and pro-social relationships.**

IS Procedure 13-3.1 Offender Visitors was revised to include a paragraph directing that staff assigned to work in a visiting room "receive training focusing on offender and family dynamics, family values and the importance of family and pro-social relationships within 90 days of being assigned to the visiting room." (see Section III, Paragraph E.1.a.) The Central Training Academy developed a training program to coincide with the IS procedure requirement.

**2.3.08 Update friends & family orientation booklet & orientation visit at R&D.**

Friends and Family orientation booklets have been shipped to the institutions. Ms. Jones is scheduled to report her evaluation of the Family Orientation meetings to the Executive Committee on May 22<sup>nd</sup>.

**2.3.15 Allow school ID's w/photo instead of requiring state ID's for visiting children.**

Policy IS 13-3.1 was revised allowing children to use school ID's for visitation purposes.

**2.3.18 Implement a therapeutic child and offender visitation program at all institutions.**

In January 2005, WRDCC conducted its first therapeutic visitation session referred to as Fathers and Children Together (FACT). Three offenders and families participated. FACT is being held monthly with increased interest from the offender population.

ACC's tentative date for their first Therapeutic Visitation session is April 16, 2005.

After 6 sessions at each of the pilot sites the program will be evaluated and a report provided to the Steering Team.

**2.3.20      Designate specialized DOSS staff to handle the needs of offenders prior to release from DOC institutions.**

The Divisions within the Department of Social Services are reviewing final version of the MOU.

**2.3.38      Train institutional visiting room staff on public relations skills, stress management, anger management, and parenting.**

Training for Trainers curriculum was delivered to all Regions May 2004. Trained 83 trainers who were to train their staff. 172 visiting room staff have been trained statewide [not including the original 83].

A Visitor Interactions class will be scheduled in April.

**2.4.11      Develop a wider range of housing options for offenders released from institutions, including transitional housing for substance abusers.**

Probation and Parole staff are now members of Regional Housing Board across the state.

The expansion of this recommendation is being discussed with the MRP Steering Team.

**2.5.01      Develop an infrastructure to share offender information electronically so that it is in the hands of the people who need it for transition planning, continuity of treatment services, collaborative outcome measures and so on, but in compliance with HIPAA.**

This strategy was suspended.

**2.6.04      Establish a means for disabled offenders to apply for Supplemental Security Income (SSI) prior to release.**

In process of developing an MOU with SSA. Contact person from each institution needs to be added to the MOU.

When the MOU is finalized, a procedure for assisting offenders with applying for SSI and SSDI will be drafted.

SSA posters for the housing units are not available from SSA however; they can be printed in color from SSA's website.

Draft checklist of indicators for offenders who may qualify for SSI/SSDI was created for the THU staff and distributed to THU's.

**2.6.05      Establish a means for eligible, disabled offenders to apply for Medicaid prior to release (also appropriate for physically disabled offenders).**

Discharge Summary policy will address application for Medicaid. Application to be made 90 days before discharge.

The Divisions with the Department of Social Services are reviewing the MOU.

**2.6.07      Establish standards of care for mental health professionals working with released offenders.**

Standards are complete and have been issued to mental health and substance abuse professionals. The implementation plan is in progress. Several regions have held meetings with substance abuse providers. DOC Area Substance Abuse Treatment Coordinators, P&P Regional Administrators, and ADA regional staff are partnering in meetings and communications with SA providers. MH administrative agents invited to meetings in some regions.

ADA forwarded a memo to ADA district administrators from Michael Couty, ADA Director, outlining ADA policies regarding Missouri offenders.

A meeting will be scheduled with CPS to discuss communication with MH providers.

**2.6.11      Create a comprehensive, Web-based resource guide of services and resources available to transitioning offenders, their families, and Transition Accountability Team participants.**

DHSS submitted a list of state public health department that Community Connections (CC) is working on adding to their website.

DMH has been adding their resources to CC. DMH and CC are holding a focus group to get feedback from the end users on the user friendliness of CC searches. We will request a copy of the results.

Community Connections applications have been given to the field and institutions to share with community providers.

**2.7.01      Use a standardized substance abuse screening and assessment protocol for all offenders.**

Update on diagnostic center assessments:

1) FRDC has been providing ASI/RCQ's since July (2 DOC Substance Abuse Counselors)

2) WERDCC has been doing ASI's since about October (Gateway)

3) WRDCC has been doing ASI/RCQ's since November (KCCC, Inc.)

4) ERDCC assessments have been awarded to KCCC, Inc.

Policy D5-1.5 - Comments from field were received and Task Force met on March 29<sup>th</sup> to review comments.

**2.7.02      Require that all DOC-funded and operated institutional substance abuse treatment programs meet certification standards established by the Department of Mental Health in consultation with the Department of Corrections.**

Approximately 90% of the certification standards are complete as of this date. However, DMH is waiting until the budget is finalized to determine what type of treatment system they will have. Progress on this recommendation will proceed once the budget is finalized.

**2.7.06      Offer individualized, community-based treatment programming that helps offenders succeed in both employment and substance abuse treatment without one interfering with the other.**

Restructuring of all ADA primary recovery treatment to include multi-levels of care, vocational and flexible programming was initiated in 2004 and was effective April 1, 2005.

**2.8.05      Provide the written driver's license test inside correctional centers.**

Pending. Discussion will be held at the MRP Steering Team to approach Dept. of Revenue and the Highway Patrol.

5/2/2005